

SANA NIGAR AYESHA

ABOUT ME

I am a seasoned professional with over 14 years of diverse experience spanning human resources, research coordination, and department management. I have a proven track record of leading teams, optimizing processes, and driving organizational success. My academic foundation includes an MS in Strategic Management, which has equipped me with advanced analytical and management skills. I thrive in dynamic environments, leveraging my expertise to align organizational goals with strategic objectives while fostering a culture of excellence and innovation.

PROFESSIONAL EXPERIENCE

Manager Admissions

Capital University of Science & Technology, May 2025-till date

Responsible for overseeing the entire student recruitment and admission process. This includes evaluating applications, managing recruitment events, providing information to prospective students, and processing student registrations. They also play a role in maintaining accurate records and ensuring adherence to university policies

Department Manager

Department of Pharmacy,

IQRA University, Islamabad, Nov 2021-May 2025

Responsible for encompassing personnel management, general administration, and ensuring efficient departmental operations. Fostering a positive and productive work environment while aligning departmental goals with the university's strategic objectives. Supervision of Dossier preparation and responsible for providing assistance during regulatory bodies visits.

Department Manager/Research Associate

Department of Business Administration,

IQRA University, Islamabad, May 2018-Nov 2021

Responsible to manage all research (thesis/project) activities (starting from registration in the thesis till allocation of grade) carried out at any level from Bachelor to Ph.D. Handling the honorarium of supervisors and examiners. Processing the research publication incentives.

Facilitating and supporting research activities.

Supervision of Dossier preparation and responsible for providing assistance during regulatory body's visits.

Assistant Manager HR / Vice President's Office Manager

IQRA University, Islamabad, Dec 2011-May 2018

Human Resource Administration, Recruiting & Hiring, Performance Management/Monitoring, Workplace Health & Safety, Release of Salary & Honorarium(s), Compensation & Benefits, Ensuring Compliance with regulatory Authorities, Handling Disciplinary Needs, Dispute Management, Employee Grievance & Dissatisfaction, Staff Training, Assisting Employees, Record Keeping

As Vice President's office manager was Responsible for ensuring the smooth and efficient operation of the office, providing executive support to the Vice-President, and coordinating various administrative tasks. Act as a liaison, manage communications, and handle a wide range of duties to support the Vice-President's leadership role.

CONTACT DETAILS

- +923315145560
- sananigarayesha@gmail.com
- <https://www.linkedin.com/in/sana-ayesha-122993b5/>

SKILLS

- Communication
- Management & Organizational Skills
- Problem-Solving and Analytical Skills
- Employee Engagement and Retention
- Negotiation Skills
- Strategic Thinking
- Cultural Awareness and Diversity Management
- Financial Acumen
- Adaptability and Change Management
- Networking and Relationship Building

TECHNICAL SKILLS

- Blackboard
- Learning Management System (LMS)
- OLR administration Panel
- Human Resource Information System (HRIS)
- Microsoft (MS) Office
- Writer, Presentation, Spreadsheets
- (WPS) Office
- Softsole
- Odoo

ACHIEVEMENTS

- Role of Honor (PU)
- Position Holder (College)

LANGUAGES

Can proficiently Speak & Write
English and Urdu

REFERENCES

Dr. Raja Mazhar Hameed

Prof. Bahria University and
Ex MD, National Book Foundation of
Pakistan
Contact: +92 333 5500050

Dr. Imran Riaz Malik

Assistant Professor
Capital University of Sciences &
Technology
Contact: +92 333 5247038

Dr. Kishwar Sultana

Professor
Iqra University, Islamabad
Contact: +92 336 0557360

EDUCATION

MS (Strategic Management)

IQRA University, Islamabad | Graduated: 2016

Masters of Business Administration

AIOU, Islamabad | Graduated: 2009

Bachelors of Education (B.Ed)

AIOU, Islamabad | Graduated: 2013

Bachelors of Science

PU, Lahore | Graduated: 2006

RESEARCH PUBLICATIONS

Saqib Bashir, Aamir Nawaz, and Sana Nigar Ayesha. “Remittances and Female Financial Inclusion: A Global Perspective”. Journal of Development and Social Sciences, vol 4 (1). 2023

Saqib Bashir, Aamir Nawaz, and Sana Nigar Ayesha. “Financial Inclusion Profile: Socio-Economic Determinants, Barriers, and the Reasons for Saving and Borrowing in Pakistan”. International Journal of Asian Social Science, AEISS, vol. 12 (10). 2022

Saqib Bashir, Aamir Nawaz, and Sana Nigar Ayesha. “The significance of Female Financial Inclusion for Human Development”. Under review